



Budget Process Group

Robert G. Devlin T. Scott Ferguson
Co-Chairs



July 20, 2010

Re: Supplemental Request of Funding in Excess of BOC Budgetary Authorization

All Correctional facilities are to operate within the fiscal year appropriation based on their approved budget. Correctional budgets should be regularly reviewed (budget to actuals & projections) to determine if revenue and expense targets are meeting the expectations set forth in the original budget. Minor unanticipated costs should be addressed in the context of the existing approved budget and managed accordingly. Major unanticipated or unavoidable costs that cannot be compensated for in the original budget may require a request for additional funding beyond the original appropriation. A facility should review any sources of funding available (prior year fund balance or unanticipated revenue) in order to determine the actual need. This request will be reviewed by the BPG (Budget Process Group) for recommendation to the CWG (Corrections Working Group); the BOC (Board of Corrections) will be informed of the recommendations of the BPG and CWG.

Following is the process to request additional funding:

- ✓ Complete the "Request for Additional Investment Fund Funding" (page 2)
 - This request must be signed by the County Commissioner Chair or designee.
- ✓ Email request to the Board of Corrections Fiscal Agent.
 - To: Scott Ferguson, scott.ferguson@maine.gov
 - Cc: Mitch Boynton, mitch.boynton@maine.gov
 - Cc: Kate Snyder, kate.snyder@maine.gov
- ✓ The BPG will review the request and present a status or recommendation to the CWG at the next scheduled CWG Meeting.
 - The BPG will review the request in light of following:
 - The facilities existing budget to actuals and projections for year end
 - Actuals must be up-to-date on the CRAS (Corrections Reporting of Actuals System) or the request will not move forward until it is updated.
 - Existing facility fund balances from prior fiscal years
 - The impact of this request and others to the Investment Fund that are outside of the original BOC appropriations for that fiscal year.
 - Items in excess of \$10K will require RFP (Request for Proposal) and bid documentation.
 - Depending on the nature of the request, the BPG will solicit the appropriate subject matter expert for appropriate guidance.
 - Their guidance will be included with the BPG recommendation to the CWG.
 - Additional discussion or information may be required from the facility requesting funding.
 - The BPG will manage all information regarding the request.
- ✓ The CWG will review the BPG recommendation in light of the needs of the overall system.
 - Further information may be requested
 - The facility may be asked to appear (or conference call/ correspondence) before the CWG.
- ✓ The CWG will inform the Board of Corrections of their decision and recommended actions.
 - This will be informational only, unless there is an objection raised by the Board.
- ✓ The CWG will advise the BPG and the Fiscal Agent of their decision, who will then notify the requesting facility of their decision.



Board of Corrections
Supplemental Request of Funding in
Excess of BOC Budgetary Authorization
Request Form



Please complete the following information to request additional Investment Fund funding beyond your original fiscal year appropriation. Please be specific and include any additional information (estimates) that pertain to your request. This request addresses the amount of the actual bill, not interest or penalties.

(You can tab from field to field below.)

County Name:

Submitted by

Phone #:

Contact Person:

Phone #:

Email:

Amount of Request:

Has the bill been paid? ☐ Yes ☐ No

If so, when?

(please list each bill separately indicating vendor, amount and date paid)

Explanation of Request:

Expenditure Line to be impacted:

Object:

Line Description:

Consequence if NOT Funded:

This is a budgetary request for supplemental funding.

This information is to be shared with the county governing body through official channels.

County Commissioner (Chair) or Designee Signature

Date

You will be contacted within three business days upon receipt of this completed form. At that time you will receive a tentative timeline toward resolution.



Board of Corrections
Request for Investment Fund Funding
Subject Matter Expert Request
(Budget Process Group Use)



BPG Contact:

Phone #

Jail Facility Impacted:

Nature of Request:

Subject Matter Expert Name:

Phone Number:

Subject Matter Expert Response:

Request for additional information: ☐ Yes ☐ No



Board of Corrections
Request for Investment Fund Funding
Budget Process Group Check Sheet
(Budget Process Group Use)



Facility Name:

Facility Contact:

Contact #:

Has the request form been filled out completely?
Will this hinder the review?

☐ Yes ☐ No

☐ Yes ☐ No

Is a subject matter expert needed?

☐ Yes ☐ No

Date referred to subject matter expert

Response Received from Subject Matter Expert:

Does this request appear to be unanticipated or unavoidable?
Why or why not?

☐ Yes ☐ No

Are the facilities actuals up-to-date as outline by the BOC?

☐ Yes ☐ No

Has the facilities prior fiscal year audit been completed?

☐ Yes ☐ No

Comments:

What is the facilities annual budget for this fiscal year?

What is the facilities prior year fiscal budget?

Growth %:

How much has been paid out of the investment fund this fiscal year?
What payments remain?

Has the facility previously requested additional funding?

☐ Yes ☐ No

If so, how much

Is this request an operational need?

☐ Yes ☐ No

Is this request a capital need?

☐ Yes ☐ No

Have other line items been over-expended that contribute to this need?

☐ Yes ☐ No

Identify line items:

Recommendation of BPG (must be consensus):

Approval of initial request:

☐ Yes ☐ No

If no, modified request amount

Reason for modification:

Reviewed by:

Please include all attachments